

CURRICULUM VITAE

1. **Family Name:** Al- Balkhi
2. **First Name:** Rateb
3. **Date of Birth:** 27/9/1968
4. **Nationality:** Syrian
5. **Civil Status:** Married
6. **Education:** ph.D In Economics (Applied Statistics)

Institution: (Date from – date to)	Degree(s) or Diploma(s) obtained
Damascus University –Economics college/Syria (1986-1990)	Degree In Economics (Applied Statistics)
Damascus University –Economics college/Syria (1992)	Diploma of "Statistics
Damascus University –Economics college/Syria (2001)	Master In Economics (Applied Statistics)
Damascus University –Economics college/Syria (2007)	PhD In Economics (Applied Statistics)

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1: excellent, 5: basic)

Language	Reading	Speaking	Writing
Arabic	Mother Language		
English	2	3	2

8. Membership of professional bodies:

- The body of Syrian Teachers

9. Other skills:

Computer Skills:

- Office software , spss , Ms Project , Minitab , Eviews.

10. Present position:

- Head of Planning Department & Lecturer of Statistics , Marketing Research , Data Analysis and Management Programmes at HIBA,
- Head of MIS Department at HIBA 2011- 2015 **and 2019 till now**
- Assistant Professor in operations management and management information systems department at HIBA

11. Years within the firm:

- Since of November, 2004.

12. Key qualifications: : Non

13. Specific experience in the region: Non

14. Professional experience:

Date from Date to	Location	Company	Position	Description
1993-2004	Damascus	HIAST	-	Administrative and Financial Department
2004 till now	Damascus	HIBA	Lecturer	Lecturer of Statistics , Marketing Research , Data Analysis and Management Programmes, Operations Research at HIBA
2010 till now	Damascus	S V U	Lecturer	Lecturer of Statistical applications in Administration, Applied statistics in quality-Data Analysis at Syrian Virtual University
2011-2015	Damascus	HIBA	Head of MIS Department	
2019 till now	Damascus	HIBA	Head of MIS Department	

15. Other relevant information:

Lecturer at the Higher Institute of Business Administration of the following Courses:

1. Statistics -First Year
2. Applied Statistics - a second year.
4. Operations Research .
5. Methods of scientific research
6. Data analysis - Master of Marketing and Master of Finance and banks , 2007-2008 – to 2010.
7. Methods of scientific research and data analysis _ Master of Communication Management from the year 2010-2011 to date.
8. Methods of scientific research and data analysis _ Master of Marketing and Master of banks and financial and human resources 2010-2011 till now .
9. The tools and techniques of modern management - Master of management specialization in 2009/2010 - the Higher Institute for Management Development at the University of Damascus.
10. Processing and analysis of data - Higher National Diploma of computing and administrative applications 2009/2010 - Syrian Virtual University.
11. Statistical applications in Administration - Syrian Virtual University. (2010 till now).
12. Data Analysis - Syrian Virtual University. (2020 till now).
13. Applied statistics in quality at Syrian Virtual University- Master in quality(2016 till now).

- Trainer for many courses at the Higher Institute of Business Administration and the National Institute of Public Administration of workers in the state in the field of statistical analysis using EXCLE and SPSS statistical software.
- Participate in a working paper on strategic planning for e-government in 2008 as part of the Seventh Conference on e-government primarily by the Arab Organization for Administrative Development.
- Participate in a working paper on the role of statistics in regional planning in 2007.
- published search on 7-1-2010 titled study of the general trend of the growth and development of tourism demand variables in Syria.
- published search on 20-12-2013 titled of forecasting stock prices of banks listed in the Damascus Securities Exchange.
- published search on 2014 titled of A Comparison of Two Forecasting Methods based on Time Series Analysis for Stock Price Prediction.
- published search on 2015 titled of Using time series to determine the general trend of the direct tax revenues in Syria and forecasting with these revenues

- published book on 2017 entitled: Techniques of statistical analysis in economics and management using the SPSS and Eviews programs, United Arab Emirates - Al Ain.
- published book on 2018 entitled: Applied Statistics, Syrian Virtual University (Master of Qualification and Specialization in Quality).
 - published book on 2022 entitled: Statistical Quality Control (SQC) (EXCEL– SPSS -Minitab), United Arab Emirates - Al Ain.

- published search on 2019 titled of : The Role of ISO9001: 2015 in Reducing Human Errors and Non-Applicability Cases, in Tishreen University Journal.

- published search on 2015 titled of Using time series to determine the general trend of the direct tax revenues in Syria.

- **Publish the following three research papers:**

Publication link	Date of publication	Name of the Journal	Research title
https://resmilitaris.net/index.php/resmilitaris/article/view/4940	2023	Res militaris	The Importance of Customer Focus in Fulfilling Customer Satisfaction with Organizations
https://kuey.net/index.php/kuey/article/view/3017	2024	Educational administration theory and practice	The Importance Of Top Management Commitment To Applying Total Quality In Developing Institutional Performance
https://kuey.net/index.php/kuey/article/view/4446	2024	Educational administration theory and practice	The Importance Of The Continuous Improvement Strategy (Kaizen) In Raising The Efficiency Of Institutional Performance In Organizations

- Supervision of many thesis MBA students and business administration for executives
- participant in overseeing the projects students stage a university degree at the Higher Institute of Business Administration.
- participant in the evaluation of projects students stage a university degree at the Higher Institute of Business Administration.
- Member of the Committee for development of methods of quantitative methods at the Higher Institute of Business Administration